Supplemental Narrative Form Project Assistant, FSN-8; FP-6*

Name:
Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position. Information provided on the Supplemental Narrative Form **must match** information provided on the Universal Application for Employment (DS-174).

Qualification requirements	My qualifications and how they meet the vacancy announcement requirements.
EDUCATION: Bachelor's degree in business, economics, finance, English language, international relations or public administration is required.	
EXPERIENCE: Minimum two years of administrative management with translating/interpreting experience are required.	
LANGUAGE: Level IV (Fluent) speaking/reading/writing English and Romanian are required. Level III (Good Working Knowledge) speaking/reading/writing Russian is required. <i>This</i> will be tested.	
Proficiency as interpreter and translator on technical topics (related to banking, finance and/or economics) and in large meetings. <i>Translation skills will be tested</i> .	
Ability to prepare correspondence and arrange conferences/workshops/meetings is required.	
Good computer skills, including familiarity with MS Office suite (Excel, Access, Word, and Outlook) and ability to learn State Department specific software programs, are required.	